

# Individual Graduation Committee

## 2024-2025

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**CLINT INDEPENDENT SCHOOL DISTRICT**  
**THE DISTRICT OF INNOVATION**



## Individual Graduation Committee (IGC) for 2023-2024

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### Overview

Senate Bill 149, 463 and 213 allow school districts to offer alternatives for students who have not met the standard on the End-of-Course (EOC) exams. The campus administration will select an Individualized Graduation Committee (IGC) to review eligibility and provide a plan for students to meet the graduation requirements. The IGC must meet to review student eligibility, create a plan for interventions, provide oversight for the process, and ensure the student's intervention plan is completed successfully. Strict adherence to these District guidelines will be monitored by the campus and District administration.

### Eligible Students

Students who are currently enrolled and classified as 11<sup>th</sup> or 12<sup>th</sup> graders during the 2023-2024 school year may qualify for an IGC. Students must successfully complete the curriculum requirements for high school graduation. Students may only qualify during their 11<sup>th</sup> and 12<sup>th</sup> grade year for graduation after the IGC has convened and implemented the student plan or if they had previously completed their high school program. The IGC process may be held for “No more more than two EOC exams.”

Students must have the opportunity to attempt the exam and not performed satisfactorily on the applicable EOC exams not just the original test. Students who have a COVID waiver for a course from 2019-2020 will have that waiver count as a passed EOC exam.

EB students may use the English I Provision for one of the two assessments for the IGC. If English I is the only EOC exam an EB student needs, they do not have an IGC review in order to graduate.

SPED students may fall under the IGC determination if they have taken the non-modified EOC exams; SPED students who have taken modified EOC exams will go to ARD for graduation consideration as in previous years.

In addition, students must have been provided remediation for the EOC, which the IGC is creating a plan. Graduation decisions can only be made during the 12<sup>th</sup> grade year. ***Students who have petitioned to graduate early, must satisfy all graduation requirements and do not qualify to have and IGC. The initial IGC may not be established after June 10 or before the start of the next school year.***

### Individual Graduation Committee Members

The IGC will be comprised of at least:

- (1) the principal or principal's designee;
- (2) the teacher of the course of the (EOC) on which the student failed to perform satisfactorily;
- (3) the department chair or lead teacher supervising the teacher of the course
- (4) the student's school counselor;
- (5) the student's parent/guardian/ advocate or student if 18

Additional members may serve on the IGC, but the above members must be present. The student may also attend the IGC meeting to develop the intervention plan. If the student is at least 18 years of age or is an emancipated minor a parent is not required however, they should be included.



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The IGC can meet for both EOC exams, that the student missed the standard, at the same time; the appropriate members should be included, as it is required to have the teacher for that EOC area present. Teachers may not be available who directly taught students during the year they originally took the EOC exams, a teacher currently teaching the EOC course may be the teacher on the IGC.

### **Distinguished Level/ Foundation School Program Plans**

The IGC does not make any recommendation nor change the students' graduation plan eligibility. Under the guidelines published by the TEA, these student programs are not affected by the SB 149, 463, and 213, only the assessments (EOC). If a student is currently on a program such as the FSP or DL, they still may graduate under those plans and use the IGC to develop the alternatives for up to two EOC exams. Likewise, students may also achieve performance acknowledgements and use the IGC alternatives to graduate where applicable. Students who graduate under the IGC may also earn an Endorsement under the Foundation School Program (FSP).

### **Notification of Parents/Guardians**

The school district shall provide an appropriate translator, if available, for the appropriate person who is unable to speak English. The school district shall ensure a good faith effort is made to timely notify the appropriate person described under of the time and place for convening the individual graduation committee and the purpose of the committee. Documentation must be maintained that parents were notified of the IGC meeting.

### **IGC Process**

The IGC will meet to determine if the student is eligible to graduate with the alternative measures that may be put in place. All students who have not met the standard on all five EOC exams must be reviewed by the IGC and a determination must be made if they will be assigned additional measures. Students' scores may not available, but the IGC committee can meet to determine if any students already qualify for the IGC alternatives. Once scores are available, the IGC can convene and either continue with the student alternatives, or close the IGC if scores demonstrate that students met the standards. No more than two EOC exams may use the IGC process.

The IGC will create a plan, which will be documented in the district's online system so that the intervention plan is part of the student's permanent record. Each EOC remediation will be entered, as an intervention and the required documentation should be attached the student's record. For the alternative plan, the IGC will meet a minimum of twice for each student; once at the beginning to assign the alternative methods and upon completion. The IGC may meet more often as deemed necessary by the committee.

Once the student has completed their alternatives for each of their EOC's, the IGC must meet again to make the final graduation determination. The IGC will document the process, place the graduation determination paperwork in the students' permanent record, and document the status in the online system.





## Remediation, Project/Portfolio for Student Success

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### **Remediation**

The IGC committee requires remediation. Remediation times, which include tutoring, coursework, Intersessions, Saturday campus, Credit Recovery assignments, and zero periods, should be reviewed. Additional remediation is required for each of the EOC's that the students did not meet the standards. The IGC can assess if the remediation that the student already completed was sufficient to ensure mastery of the content for the EOC. If the IGC feels the student needs more remediation, then the IGC must create a plan for the student. The IGC should document the process in the online system. In addition, students must have either a Project or Portfolio for each EOC that they did not meet the standard.

### **Project**

If the IGC assigns a project for the student to complete, the project must be related to the EOC course exam(s) which the student did not meet the standard. The Department chair and teacher should review the student's EOC scores and determine the TEKS and the reporting categories where the student did not show mastery and base the project on these. The IGC will then review the project outline, timelines for completion, and final product. If the student successfully completes the project, then the IGC will determine their graduation status. The IGC can prescribe a Project for each EOC; students who need two alternative methods therefore, could complete two projects if they were assigned by the IGC. The project will be documented in the district online system.

### **Portfolio**

If the IGC assigns a portfolio for the student to compile, the portfolio must be related to the EOC course exam(s) which the student did not meet the standard. The Department chair and teacher should review the student's EOC scores and determine the TEKS and the reporting categories where the student did not show mastery and base the portfolio on these. The IGC will then review the portfolio outline, timelines for completion, and final product. If the student successfully completes the portfolio, then the IGC will determine their graduation status. The IGC can prescribe a portfolio for each EOC; students who need two alternative methods therefore, could complete two portfolios if they were assigned by the IGC. Students who need alternatives for two EOC's can also complete a project and a portfolio. The portfolio will be documented and placed in the district's student management system.

### **Additional Considerations for Grade 12 Students for the 2023-2024 School Year**

In addition to the criteria prescribed by law, IGCs will take into account the following when determining if a student qualifies for graduation:

- Student is enrolled in EOC course(s) and/or remediation.
- Student is attending and passing the course(s) and/or remediation for the subject(s) for the failed EOC.
- Student is re-taking the EOCs that he/she failed at every opportunity available. Students who failed the course in Spring 2020 and do not have a waiver must test on the appropriate EOC.
- Student shows improvement in his/her EOC score(s).
- Student is receiving a passing grade in the current course(s) related to the subject(s) for the failed EOC.



## Individual Graduation Committee (IGC) Quick Steps 2023-2024

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### The IGC process will consist of three steps:

1. Students for whom an IGC will be convened are identified.
  - a. Campuses will identify students for whom an IGC will be convened using the criteria in the law (i.e. the student is classified as grade 11 or 12, ***has failed up two EOCs***, and is on track to meet all other district and state graduation requirements.).
  - b. Campuses will schedule an IGC for each identified student and notify the parents of the meeting.
  - c. Campuses will gather the data necessary for the committee to make its initial recommendations (see IGC Recommendation Form).
  
2. The IGC committee meets to determine the student's eligibility and to assign additional requirements.
  - a. The committee uses the data gathered to determine the student's good-faith effort to graduate, and to consider all issues required by law.
  - b. The committee assigns the remediation activities(s) to be completed by the student.
  - c. The committee assigns the portfolio/project to be turned in by the student.
  - d. The committee will set a deadline (date) for the completion of all additional requirements.
  - e. All committee recommendations will be documented in the district's online of the students' permanent record.
  - f. The committee sets a date to review the student's completion of the assigned additional requirements.
  - g. Once the student has completed all required activities the "Status" will be updated in the student data system.
  
3. The IGC Committee meets to determine whether the student qualifies for graduation.
  - a. The committee reviews the student's completion of the assigned project/portfolio.
  - b. The committee reviews the student's completion of the assigned remediation activity(s).
  - c. The committee determines whether the student qualifies for graduation. In order for the student to be eligible, the committee must unanimously agree that the student qualifies for graduation (the decision is documented in the IGC Determination Form).



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### Individual Graduation Committee Assessment and Recommendation (Initial)

Date: \_\_\_\_\_ Grade Level:  11  12

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

**Committee Members:**

Principal / Designee: \_\_\_\_\_

Teacher: \_\_\_\_\_ Subject: \_\_\_\_\_

Teacher: \_\_\_\_\_ Subject: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Subject: \_\_\_\_\_

Adult Student: \_\_\_\_\_ Grad. Year: \_\_\_\_\_

Parent / Advocate: \_\_\_\_\_

Counselor: \_\_\_\_\_

**EOC Scores:**

Eng I	_____	_____	_____	Eng II	_____	_____	_____
	Score	Score	Progress		Score	Score	Progress

Alg I	_____	_____	_____	Bio	_____	_____	_____
	Score	Score	Progress		Score	Score	Progress

U.S. Hist	_____	_____	_____	_____	Student has tested as often as possible
	Score	Score	Progress	_____	Student has not tested often

Course grade(s) \_\_\_\_\_ Attendance rate: \_\_\_\_\_

EOC Remediation: \_\_\_\_\_ Attendance rate: \_\_\_\_\_

SAT, ACT, ASVAB Score(s): \_\_\_\_\_ CLEP Score(s): \_\_\_\_\_

TELPAS Score: \_\_\_\_\_ TSI Score: \_\_\_\_\_

Pre-AP, AP, Dual Credit course(s) taken: \_\_\_\_\_

CTE Program with a certificate/license: \_\_\_\_\_ College Prep Class: \_\_\_\_\_

Teacher assessment of student's preparedness for postsecondary success:  
\_\_\_\_\_

Other data: \_\_\_\_\_



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## Additional Graduation Requirements

### 1. Mandatory Remediation (*Interventions documented in RTI*)

The student must successfully complete the following remediation activities:

- Algebra I     
  English I     
  English II     
  Biology     
  U.S. History

### 2. Demonstration of Proficiency on the Subject

The student must demonstrate proficiency in the subject area by submitting:

- Project/Alternative meeting the following requirements:

- Portfolio meeting the following requirements:

- Requirements must be completed and turned in to the committee by \_\_\_\_\_

*The assignment of additional requirements gives the student a one-time opportunity to qualify for graduation, and thus resubmission of work that was considered unacceptable will not be allowed.*

The committee will reconvene to make a determination on \_\_\_\_\_.

- The committee has determined that the student **is not eligible** for additional requirements and **cannot graduate** at this time. The committee will not convene again this school year.

### Committee Members

Principal/Designee: \_\_\_\_\_

Name	Signature	Date
------	-----------	------

Teacher: \_\_\_\_\_

Name	Signature	Date
------	-----------	------

Teacher: \_\_\_\_\_

Name	Signature	Date
------	-----------	------

Dept. Chair: \_\_\_\_\_

Name	Signature	Date
------	-----------	------

Counselor: \_\_\_\_\_

Name	Signature	Date
------	-----------	------

Parent/Advocate: \_\_\_\_\_

Name	Signature	Date
------	-----------	------

Student: \_\_\_\_\_

Name	Signature	Date
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## Individual Graduation Committee Determination

Date: \_\_\_\_\_

Grade Level:  12

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

EOC Scores: Eng \_\_\_\_\_ Eng II \_\_\_\_\_ Alg I \_\_\_\_\_ Bio \_\_\_\_\_ US Hist. \_\_\_\_\_

### Items Considered:

- |   |  |
|---|--|
| <input type="checkbox"/> Recommendation of the teacher(s)       | <input type="checkbox"/> Course grade                            |
| <input type="checkbox"/> EOC score                              | <input type="checkbox"/> Additional requirements recommended     |
| <input type="checkbox"/> Hours of remediation attended          | <input type="checkbox"/> Attendance rate                         |
| <input type="checkbox"/> Results from TSI assessments           | <input type="checkbox"/> Pre-AP, AP, or Dual Credit core courses |
| <input type="checkbox"/> Results from CLEP assessments          | <input type="checkbox"/> Results from SAT, ACT, and/or ASVAB     |
| <input type="checkbox"/> CTE courses toward certificate/license | <input type="checkbox"/> Preparedness for postsecondary success. |
| <input type="checkbox"/> TELPAS Advanced High                   | <input type="checkbox"/> Other: _____                            |

### Graduation Qualifications:

- Student has successfully completed the curriculum requirements under TAC Section 28.025(a) or 28.025(h), and all other district requirements for graduation.
- Student has successfully completed all remediation /additional requirements recommended.
- The IGC unanimously agrees that the student has met all qualifications required to graduate under TAC Section 28.0258 (High School Diploma Awarded on Basis of IGC Review).

**Graduation Determination:** The IGC has determined that the student:

- is eligible to graduate and receive a high school diploma under TAC Section 28.0258.
- is not eligible to graduate and receive a high school diploma at this time.

### Committee Members

Principal/Designee: \_\_\_\_\_

Name	Signature	Date
------	-----------	------

Teacher: \_\_\_\_\_

Name	Signature	Date
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Teacher: \_\_\_\_\_

Name	Signature	Date
------	-----------	------

Dept. Chair: \_\_\_\_\_

Name	Signature	Date
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Counselor: \_\_\_\_\_

Name	Signature	Date
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Parent/Advocate: \_\_\_\_\_

Name	Signature	Date
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Student: \_\_\_\_\_

Name	Signature	Date
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